



AS900 PRESSURE SEALER OPERATING INSTRUCTIONS

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MACHINE SPECIFICATION SHEET

1. CAUTION: In order to ensure correct safety and operation, this machine must be installed and maintained by an authorised Service Engineer.
2. CAUTION: Should any cover or safety interlock be damaged, the machine must not be used until service repairs have been completed.
3. CAUTION: **This machine must be grounded. Wire colors in the power cord are:**

110-120V	220-240V	Connect to:
Green	Green/Yellow	Ground (Earth)
White	Blue	Neutral
Black	Brown	Live (Line)

4. CAUTION: This machine must not be used if the power cord is damaged. It must be replaced with a similar power cord:

UK	Part no. 162-210
EURO	Part no. 162-311
US	Part no. 162-321

5. CAUTION: For continued protection against risk of fire, replace with the same type and rating of fuse. The fuse rating and type for this machine is:

110-120V	T6.3A 250V	Part no. 135-106
220-240V	T3.15A 250V	Part no. 135-103

6. Model Details:

Model name: Pressure Sealer

Model number: AS900

Input voltage: 110-120V @ 60Hz 220-240V @ 50Hz

Input current: 6 Amps 3 Amps

Input power: 720 Watts 720 Watts

Sound output: 80dBa 80dBa
(measured at 1 meter from the cover and 1.6 meters from the ground)

Weight: 390lbs (176kg) - unpackaged
460lbs (210kg) - packaged with accessories

Lifting or handling must only be carried out by competent persons using appropriate means.

7. The use for the machine is pressure sealing documents.

Distributor and Service contact:



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DONNEES TECHNIQUES DE LA MACHINE

1. **ATTENTION:** Afin de garantir un fonctionnement en toute sécurité, cette machine doit être installée et entretenue par un technicien agréé.
2. **ATTENTION:** Si le couvercle ou le mécanisme de blocage de sécurité est endommagé, ne pas utiliser la machine tant que les réparations n'ont pas été effectuées.
3. **ATTENTION:** **Cette machine doit être raccordée à la terre.** Les fils de couleur du câble d'alimentation sont:

110-120V	220-240V	Connecté:
Vert	Vert/Jaune	à la terre (masse).
Blanc	Bleu	au neutre.
Noir	Brun	à la tension.
4. **ATTENTION:** Cette machine ne doit pas être utilisée si le câble d'alimentation est endommagé. Il y a lieu de le remplacer par un câble similaire:

UK	N° de pièce 162-210
EURO	N° de pièce 162-311
US	N° de pièce 162-321
5. **ATTENTION:** Pour ne pas compromettre la protection contre les risques d'incendie, remplacer par un fusible de même type et de mêmes caractéristiques nominales:

110-120V	T6.3A 250V	N° de pièce 135-106
220-240V	T3.15A 250V	N° de pièce 135-103
6. **Spécifications:**

Nom du modèle:	Pressure Sealer	
Numéro du modèle:	AS900	
Tension d'entrée:	<u>110-120V à 60Hz</u>	<u>220-240V à 50 Hz</u>
Courant d'entrée:	6A	3A
Puissance d'entrée:	720W	720W
Niveau de bruit:	80 dBA	80 dBA
(mesuré en insérant une seule feuille dans une enveloppe à une distance de 1 mètre du capot le plus proche et à 1,6 mètre du sol).		
Poids:	176kg (390lbs) déballée 210kg (460lbs) avec accessoires	

Le levage ou la manipulation de la machine ne peut être effectué que par des personnes qualifiées utilisant l'outillage approprié.

7. Cette machine est conçue tout spécialement pour fermer avec la pression les documents.



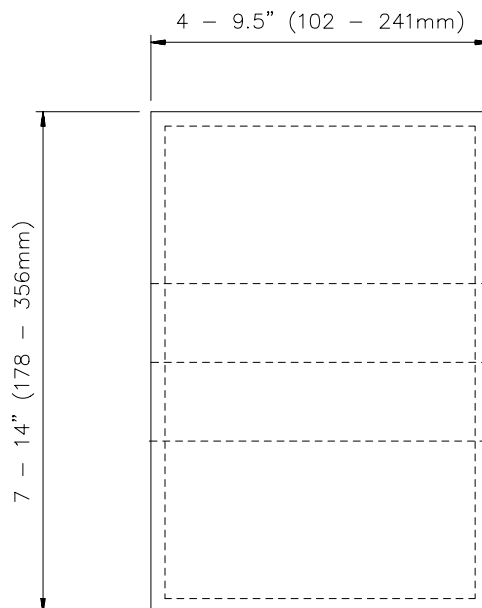
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1.1 TECHNICAL SPECIFICATION

Machine type:	Medium volume pressure sealer
Speed:	Variable, up to 8500 documents per hour (based on 8½" x 11" 'Z'-folded documents)
Volume to a maximum of:	15,000 documents per day 70,000 documents per week 250,000 documents per month 3 million documents per year

Document dimensions (folded flat):



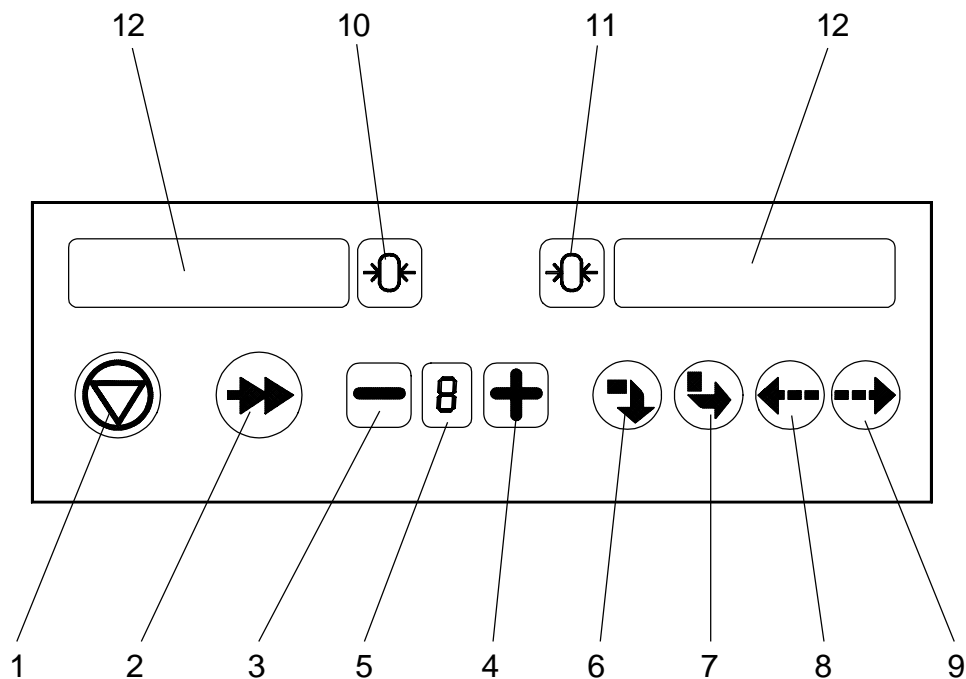
Electrical Specification:

	<u>230v</u>	<u>115v</u>
Current	3A	6A
Fuse	T3.15A	T6.3A

Sound Level:	80 dBA, measured at 1 metre from nearest cover and 1.6m from the ground.
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1.2 CONTROL PANEL LAYOUT



1. Stop button
2. Start button
3. Speed decrease button
4. Speed increase button
5. Speed indicator
6. Setup button
7. Hand feed button
8. Jog reverse button
9. Jog forward button
10. Zero reset (in-count) button
11. Zero reset (out-count) button
12. Display panels













A detailed description of each button function is given in the following section.



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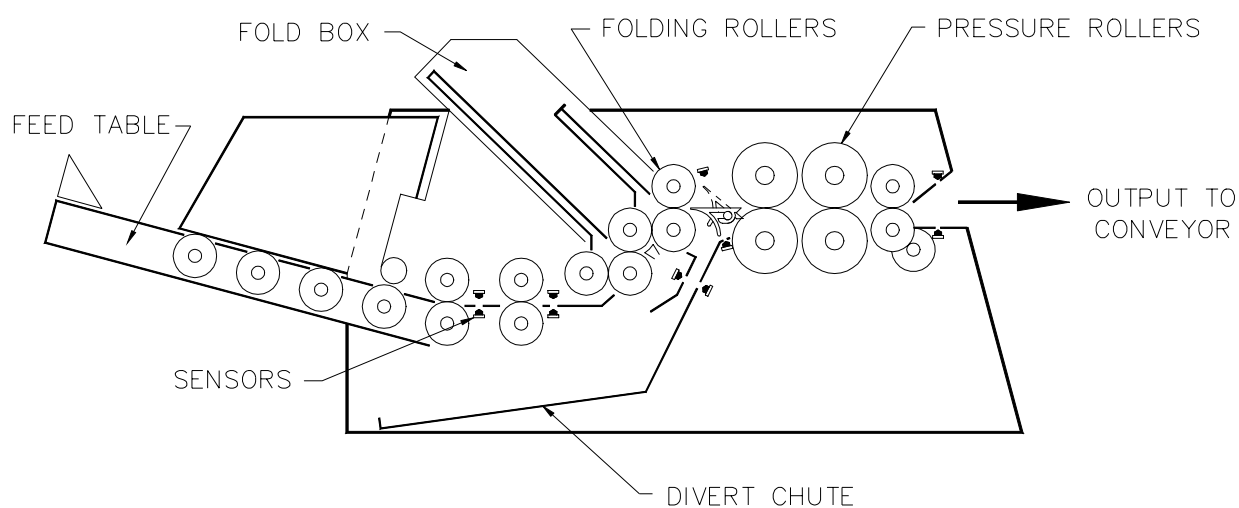
1.3 BUTTON EXPLANATION

1.  **Stop button:** Allows documents currently passing through machine to continue to output, then halts operating cycle.
2.  **Start button:** Starts machine into continuous running, and also cancels any errors which may be indicated after the cause of the problem has been cleared by the operator.
3.  **Speed decrease button:** Decreases speed in steps down to 0, shown on speed indicator display.
4.  **Speed increase button:** Increases speed in steps up to 9, shown on speed indicator display.
5.  **Speed indicator:** Indicates speed in steps from 0 to 9 (max.)
6.  **Setup button:** Feeds through a single document in order to calibrate document length and weight. This is for double document detection. Document is diverted before sealing to enable fold lengths to be checked.
7.  **Hand feed button:** Allows single document to be fed through pressure rollers. Note: document must be pre-folded by hand, and placed in folder bypass chute.
8.  **Jog reverse button:** "Jogs" document back through machine in small steps. Used for clearing jams. Note: after operating, there is a 2 second pause before button can be operated again.
9.  **Jog forward button:** "Jogs" document forward through machine in small steps. Used for clearing jams. Note: after operating, there is a 2 second pause before button can be operated again.
10.  **Zero reset (in-count) button:** Zeroes counter display for documents fed in (machine must be stopped). Note: count will maintain until zero reset is pressed, even when machine is stopped or switched off.
11.  **Zero reset (out-count) button:** Zeroes counter display for documents fed out (machine must be stopped). Note: count will maintain until zero reset is pressed, even when machine is stopped or switched off.
12.  **Display panels:** Displays in or out count, and also error messages.



1.4 MACHINE LAYOUT DIAGRAM

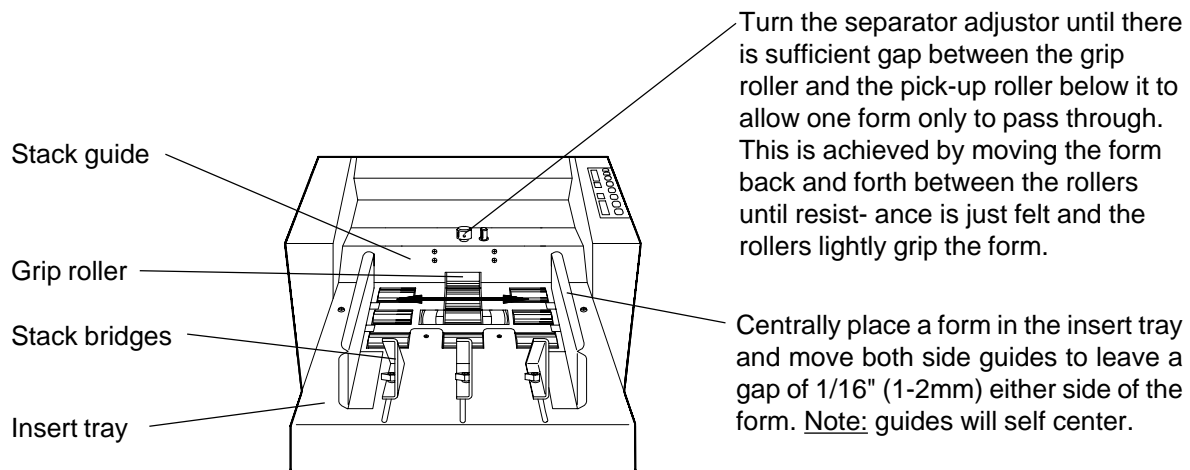
The following diagram shows the main parts of the AS900 Pressure Sealer. Full details of any adjustments or setting required for the parts are shown in Section 2.1 onwards.



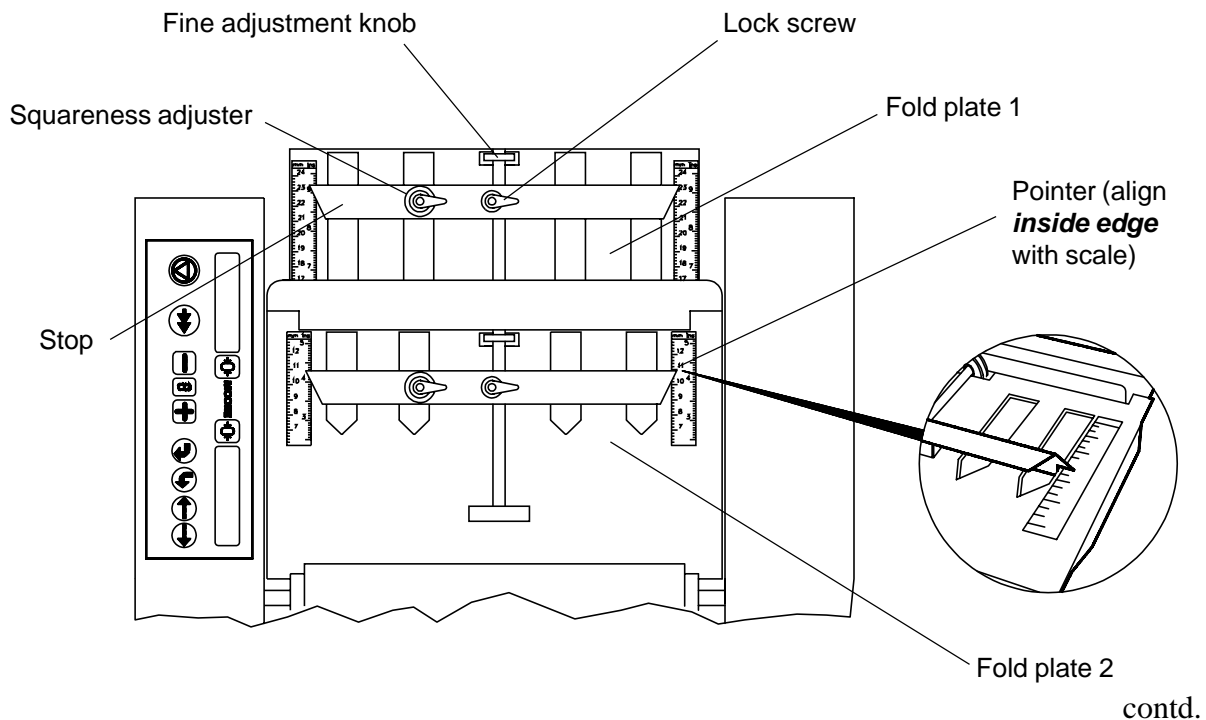


2.1 MACHINE SETUP AND OPERATION

1. Plug in machine, switch on at power switch and release emergency stop button.
2. Adjust the separator gap to suit the document form, as shown below.



3. Establish fold type and length required, raise the folder cover and set the fold plates as described below:





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The fold plate stops are adjusted by loosening the lock screws, sliding the stop to the required position as indicated by the pointer against the scale, and retightening the lock screws. A fine adjustment is provided by turning the knob shown. This will adjust the fold position by small amounts if a running test shows this to be needed.

Additionally, the squareness of the stop can be adjusted by loosening the squareness adjuster lock screw and turning the knurled cam knob below it. This may be required if running tests reveal that the documents are being folded 'skewed'. Retighten the lock screw after any adjustment is made.

The scales accord with the exact measured position of the required fold on the document, and the *inside edge* of the pointer is aligned with the scale measurement (see diagram on previous page). For example, if the first fold is required at 4" (102mm) down from the leading edge of the document, set fold plate 1 at this position. The crease then becomes the leading edge for the second fold position, so if the second fold is required at 4½" (114mm) from the crease, set fold plate 2 at this position. Note that if the squareness adjuster has been moved at any time, the pointer position will change, and this will have to be compensated for when measuring fold positions. Running tests will reveal to what extent.

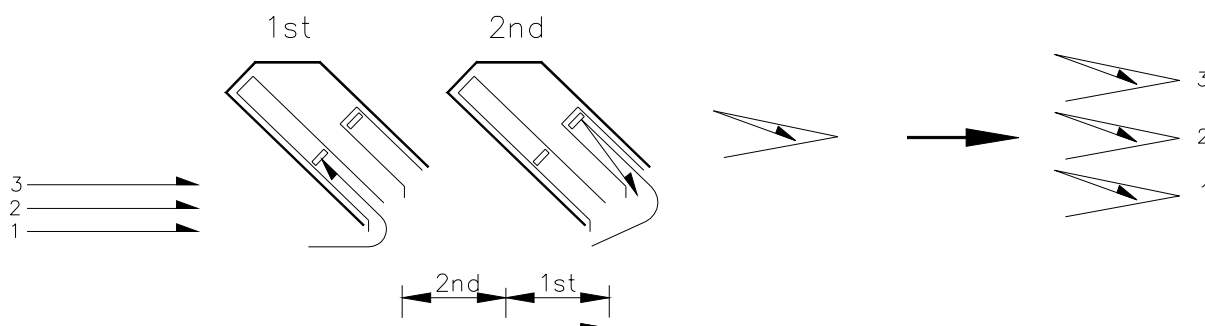
The fold plates are removable and are retained by clips. If the document requires only a single center fold, slide out fold plate 2. Turn it round the other way and also turn it over, then slide it back into position. This then acts as a blanking plate and the document will bypass it. Set the stop of fold plate 1 to half the length of the document.

The three types of fold which may be used are shown overleaf:

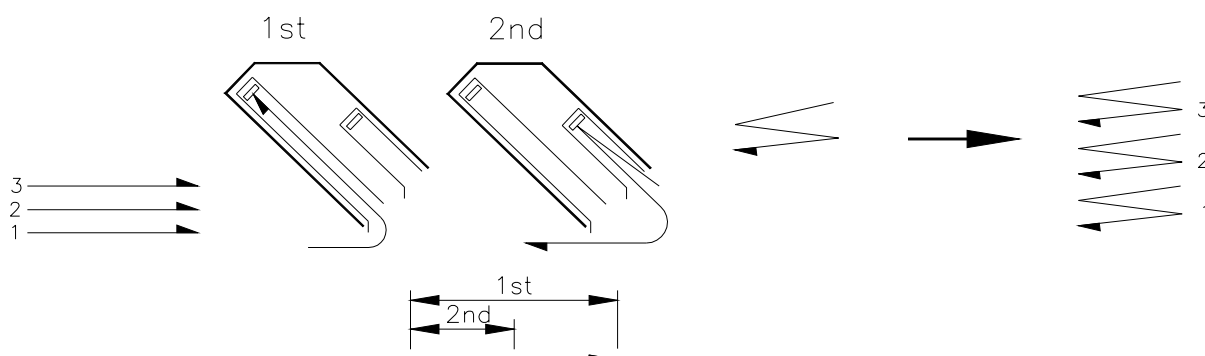


Below are shown the three types of fold which may be used:

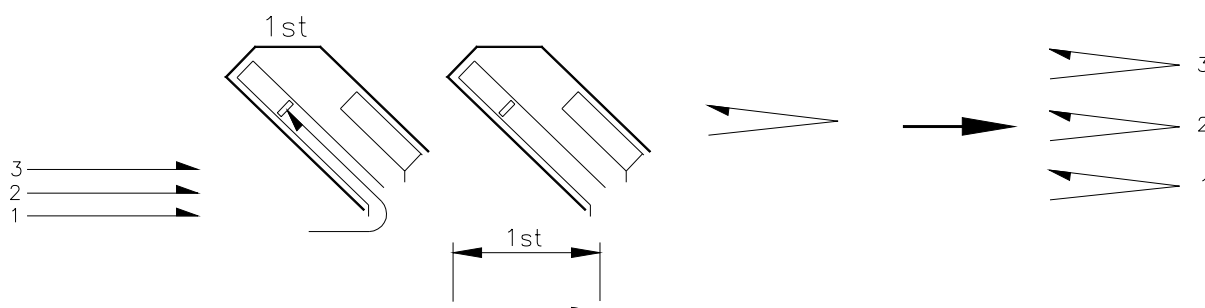
1. Letter (or Wallet) Fold

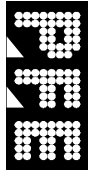


2. Accordion (or 'Z') Fold



3. Single (or Half) Fold





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The list shown below indicates the fold plate settings for some frequently used form sizes.

FOLD STYLE	FORM DEPTH	TOP PANEL	MID. PANEL	BOT. PANEL	FORMS LOADED INTO HOPPER	FOLD PLATE 1	FOLD PLATE 2	FINAL ADDRES
V	11"	5 1/2"	N/A	5 1/2"	Address Panel Down & Trailing	5 1/2"	Blocked	Down
V	11"	5 1/2"	N/A	5 1/2"	Address Panel Down & Leading	5 1/2"	Blocked	Up
Z	11"	3 2/3"	3 2/3"	3 2/3"	Address Panel Down & Trailing	7 1/3"	3 2/3"	Up
Z	11"	3 2/3"	3 2/3"	3 2/3"	Address Panel Up & Leading	7 1/3"	3 2/3"	Down
C	11"	3 11/16"	3 11/16"	3 5/8"	Address Panel Down - Internal Panel Leading	3 5/8"	3 11/16"	Up
Eccentric C - Ceridian	11"	3 3/4"	3 13/16"	3 7/16"	Address Panel Down - Internal Panel Leading	3 7/16"	3 13/16"	Down
Eccentric Z	11"	4 1/4"	4 1/4"	2 1/2"	Address Panel Down & Trailing	8 1/2"	4 1/4"	Up
Eccentric Z	11"	2 1/2"	4 1/4"	4 1/4"	Address Panel Up & Leading	6 3/4"	4 1/4"	Down
Z	14"	4 2/3"	4 2/3"	4 2/3"	Address Panel Down & Trailing	9 1/3"	4 2/3"	Up
Z	14"	4 2/3"	4 2/3"	4 2/3"	Address Panel Up & Leading	9 1/3"	4 2/3"	Down
Eccentric Z	14"	5 1/4"	5 1/4"	3 1/2"	Address Panel Down & Trailing	10 1/2"	5 1/4"	Up
Eccentric Z	14"	3 1/2"	5 1/4"	5 1/4"	Address Panel Up & Leading	8 3/4"	5 1/4"	Down
Eccentric Z	14"	5 1/2"	5 1/2"	3"	Address Panel Down & Trailing	11"	5 1/2"	Up
Eccentric Z	14"	3"	5 1/2"	5 1/2"	Address Panel Up & Leading	8 1/2"	5 1/2"	Down
C	14"	4 11/16"	4 11/16"	4 5/8"	Address Panel Down - Internal Panel Leading	4 5/8"	4 11/16"	Up
Z - Return Envelope	14"	4 2/3"	4 2/3"	4 2/3"	Address Panel Down & Trailing	9 1/3"	4 2/3"	Up
Z - Return Envelope	14"	4 2/3"	4 2/3"	4 2/3"	Address Panel Up & Leading	9 1/3"	4 2/3"	Down
C - Ret. Env. (Xplor-97)	14"	4 3/8"	4 13/16"	4 13/16"	Address Panel Down & Trailing	4 3/8"	4 13/16"	Down
Double V - Ret. Env.	14"	6 3/4"	N/A	7 1/4"	Address Panel Down & Trailing	6 3/4"	3 5/8"	Down

Notes:

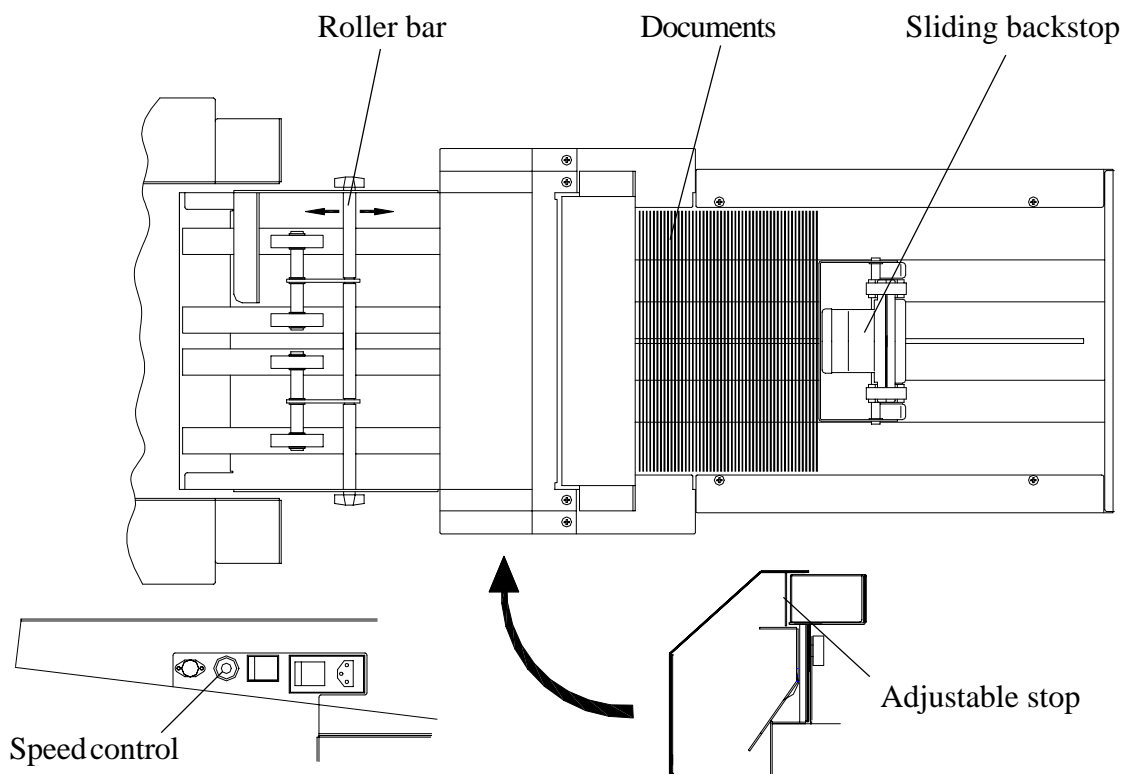
Forms feed from **bottom** of stack by friction. First fold is **up** the vertical plate. Second fold is **up** the vertical plate. There is **no** nesting feature.



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4. Set the rollers and adjustments of the High Capacity Output Conveyor as shown below:



Set the roller bar so that the leading edge of the document reaches the nip of the roller while the form is still being fed out of the machine. This will provide grip against the conveyor belt and feed the forms into the stacker. Adjust the speed control so that the forms are overlapping each other by about half their depth as they travel along the top surface.

Slacken the lockscrews at each end of the adjustable stop and slide it so that there is 3 - 4mm clearance above the leading edges of the documents as they are fed into the upright position. As the documents stack up on the output side, the sliding backstop will automatically increment to allow the stack to expand. When the backstop reaches the end of the track, the machine will stop to allow the documents to be removed from the track. After removal, push the backstop back to its home position by lifting the rollers using the green latch. Press the Stop and then the Run button on the machine control panel to resume operating.

contd.





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5. When setting up for the first time, load one document and press the setup button  to begin calibration cycle. A message **CONF** **CAL** on the display panel will request confirmation that you wish to calibrate. Press again to confirm. A message **CAL**  will be momentarily displayed and the document will be fed. The double document and form length sensors will measure the length and average thickness of the document. This will act as a gauge for all future documents of that size, and hence is only done once until the document size is changed. The gauged document will be ejected into the divert chute. At the end of a successful calibration cycle, the message **CAL** **PASS** will be displayed. In the event of a calibration failure, the relevant error message will be displayed. (See section 4.1).

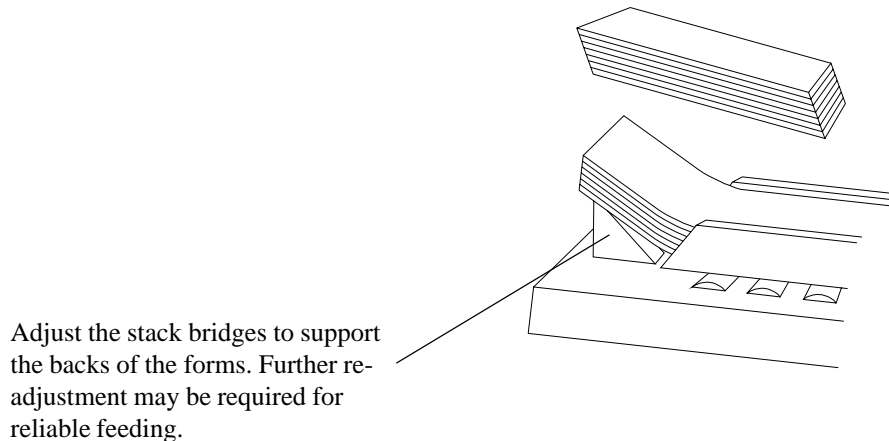
Note: If the 'Auto-calibrate' DIP switch on the CPU circuit board has been set, the machine will automatically enter the setup mode either after power-up or when re-starting after hopper empty condition. Setting of the switch is not an Operator function - it must be set by a Customer Service Engineer.






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

6. Place a stack of documents in the insert tray. Forms must be orientated according to fold type and print direction. Ensure that the leading edges of the stack of forms are against the stack guide.



7. Set the required speed using the  (speed increase) or  (speed decrease) buttons. The speed increments in steps 0-9, as shown on the indicator panel between the two buttons. The speed may be varied whilst machine is running.

8. Now that form calibration, fold plates and speed are all set, press the start button  and the documents will begin feeding. Note that the count of the documents fed in and fed out is displayed on the left and right display panels respectively

When the run of documents has finished, either or both of the count displays may be zeroed by pressing 'in count' or 'out count' buttons 

9. When the document run has finished (or the feeder tray runs out) the machine will stop operating after about 3 seconds and the message   will show on the display. Press the stop button  to clear the display.


**NOTE: IN THE EVENT OF ANY EMERGENCY, OR TO
STOP THE MACHINE FOR ANY OTHER REASON,
PRESS THE RED EMERGENCY STOP KNOB ADJACENT
TO THE CONTROL PANEL**



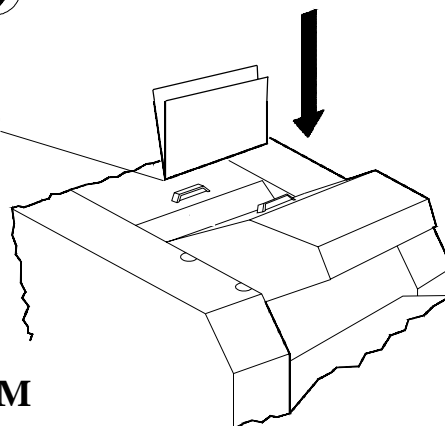
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2.2 HANDFEED OPERATION



If required, a single document may be hand fed for sealing only. First fold the document as desired (see previous section) and place it in the folder bypass chute immediately in front of the folder cover. Press the handfeed button  and the folded document will pass through the sealing rollers.

Insert document
crease downwards.



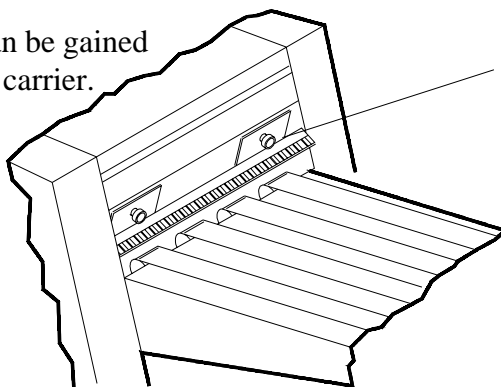
2.3 CLEARING A DOCUMENT JAM

A document jam may be caused by a number of conditions, such as a damaged or crumpled edge, incorrect fold etc. Whatever the cause, a jam will result in the machine stopping automatically, and an error message will be shown on the display panel.

To free the jammed document, switch the machine off, raise the folder and feed roller covers to ascertain the position of the jammed form. This will determine whether the form should be moved forwards or backwards to clear the rollers for retrieval. Close the covers, switch back on and press the jog forward  or jog backwards  buttons as required. This will operate the machine in short, slow 'spurts' to clear an edge of the damaged document. Raise the covers again and pull the freed document out. It may be necessary to repeat this operation more than once until the damaged document is fully clear.

NOTE: THE MACHINE WILL NOT RUN WITH THE COVERS OPEN, DUE TO SAFETY MICROSWITCHES

Access to the outfeed roller area can be gained by removing the guide/static brush carrier. Replace before running machine.



Outfeed guide fixings.



2.4 DOUBLE DOCUMENT CONDITION



If more than one document is fed at one time, such as if two are stuck together, they will not pass through the sealing rollers, but will be diverted to the divert chute. The machine will stop, and an error message **Error FA3** will appear on the display. The diverted document can be retrieved from the divert chute opening at the rear end of the machine. This is the default condition.

The machine can also be set for an alternative double document condition. In this mode, when a double document is fed, it will be directed to the divert chute and the machine will carry on operating normally. The diverted document will not register on the count display. If a second double document is then fed immediately afterwards, the machine will stop and the error message **Error FA3** will appear on the display. This alternative mode is selected via a DIP switch on the CPU board, and should only be set by a Customer Service Engineer.

Note that in both modes, pressing the start button will restart the machine and clear the display, which will then revert back to document count.

If several double documents occur in a short space of time, the cause should be investigated. It may be that the separator is incorrectly set (see section 2.1, para 2) or that the stack of documents needs 'rifling' for proper separation.

2.5 SUPERVISOR MODE

The Supervisor Mode will allow the display of the total machine running time to date. The total forms count to date can also be displayed. Press the stop  and jog-forward  buttons simultaneously to enter the mode. Successful entry into the mode will be confirmed by the display: **SUP INFO**

Press the jog-forward button again to show the total hour count to date (to within 1/10th hour) in the following format on the display: **Hour HHHHH**

Press the jog-forward button again to show the total forms count to date as a ten-digit number in the following format on the display: **000000 000000**

contd.



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Press the jog-forward button again to show the stacker pulse delay time in seconds (the example display shows ½ second delay time). **PdEL** **000.50** The delay time can be adjusted by pressing the **+** or **-** buttons.


Press the jog-forward button again to show the stacker pulse length time in seconds (the example display shows 0.8 seconds length time). **PLEn** **000.80** The length time can be adjusted by pressing the **+** or **-** buttons.

Press the jog-forward button again to cycle back to the **SUP** **INFO** display.

Press the jog-forward button again to adjust the pulse delay of the High Capacity Conveyor. The message **PdEL** **n.nn** appears on the display, where n.nn is the time in seconds, adjusted in 10ms steps by pressing the **+** or **-** buttons.

Press the jog-forward button again to adjust the pulse length of the High Capacity Conveyor. The message **PLEn** **n.nn** appears on the display, where n.nn is the time in seconds, adjusted in 10ms steps by pressing the **+** or **-** buttons.

Both Pulse delay and Pulse length are used to adjust the movement of the Conveyor relative to the machine in order to control the looseness of the folded insert stack.

Press the stop  button to exit Supervisor Mode.

3.1 OPERATOR'S TROUBLESHOOTING GUIDE

1. Documents not feeding.

Possible cause:

Separator gap incorrectly set

Possible remedy:

Adjust separator as in [section 2.1, para. 2](#)

2. Slow feeding of documents

Possible cause:

Feed rollers need cleaning

Possible remedy:

Clean all rubber rollers as in [section 3.2](#)

3. Documents jam in folder.

Possible cause:

i) Side guides incorrectly set

ii) Documents incorrectly stacked

iii) Curled or damaged edges on document

Possible remedy:

i) Reset side guides

ii) Check forms and re-stack

iii) Remove damaged documents

4. Documents incorrectly folded.

Possible cause:

i) Fold lengths set too long or short

ii) Side guides set too wide

iii) Documents out of square ('skewed')

Possible remedy:

i) Re-measure fold lengths and re-adjust as shown in [section 2.1, para. 3](#)

ii) Reset side guides

iii) Adjust squareness of stop as shown in [section 2.1, para. 3](#)

5. Documents not sealing

Possible cause:

i) Defective adhesive on document

ii) Sealing rollers incorrectly set

Possible remedy:

i) Test documents from a different batch

ii) Contact service department

6. Repeated double document condition

Possible cause:

i) Separator gap incorrectly set

ii) Documents sticking together

Possible remedy:

i) Adjust separator as in [section 2.1, para. 2](#)

ii) 'Rifle' document stack

contd.



7. Double documents fail to divert

Possible cause:

- i) Documents jamming in diverter
- ii) Diverter not working

Possible remedy:

- i) Check edges of documents for curling or damage
- ii) Solenoid malfunction - contact Service Dept.

8. Double document will not set

Possible cause:

Documents already held in hold point

Possible remedy:

Open covers and remove offending document. If necessary, use 'jog' buttons as described in [section 2.3](#)

9. Documents jamming on output conveyor

Possible cause:

Roller position on conveyor set incorrectly

Possible remedy:

Reset roller as shown in [section 2.1, para. 4](#)

10. Bad folding or jamming in folder

Possible cause:

Folder rollers need cleaning

Possible remedy:

Clean folder rollers as in [section 3.2](#)

11. Error message showing on display panel when there are no documents in machine

Possible cause:

- i) Dirty sensors

Possible remedy:

- i) Clean all sensors. Refer to [sections 3.2](#) for sensor positions

- ii) Cover(s) not properly closed

- ii) Check both top covers are fully closed

12. Forms jamming behind back-stop on High Capacity Conveyor

Possible cause:

Adjustable stop incorrectly set

Possible remedy:

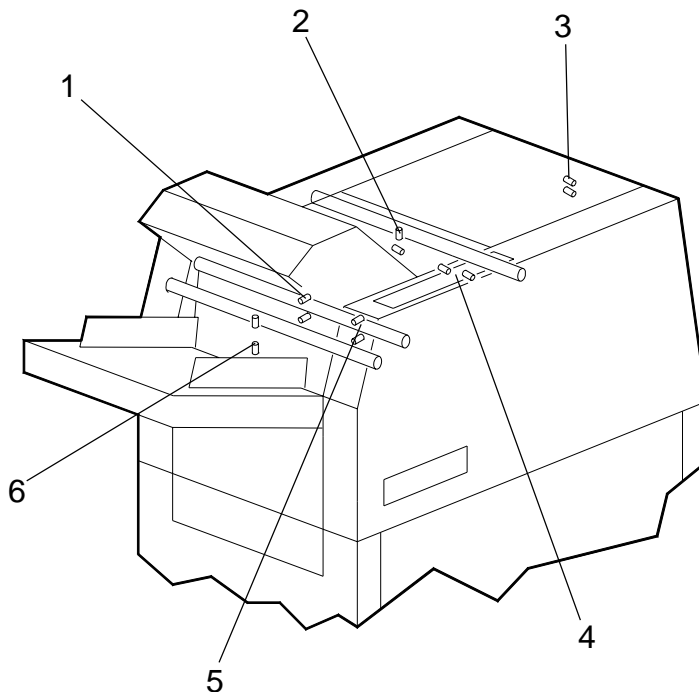
Ensure stop is not set too low ([see section 2.1](#))



3.2 OPERATOR MAINTENANCE

After a period of running, especially if the machine is heavily used, the sensors will tend to become obscured with paper dust. This may lead to erratic operation of the machine, and so the sensors must be regularly cleaned. This particularly applies if the machine appears to be malfunctioning in any way, and cleaning of the sensors should always be carried out before alerting the Service Department of any faults. The sensors should always be cleaned before starting a long continuous machine run.

The locations of the sensors are illustrated below:



- | | |
|--------------------------|------------------------------|
| 1. Folder Input Sensors | 4. Divert Sensors |
| 2. Folder Output Sensors | 5. Doubles Detect Sensors |
| 3. Output Sensors | 6. Folder Hold Point Sensors |

ROLLER CLEANING

At the same time that the sensors are cleaned, all visible rubber rollers and feed wheels should also be cleaned. Ensure that the roller and wheels are cleaned round their full circumference.



4.1 CONTROL PANEL ERROR MESSAGES

If any of the following error messages occur, do not attempt to continue the run, but switch off the machine and take the remedial action stated. If this or any other obvious solutions do not clear the fault, the service department must be contacted.

Error

FA1

Documents not being fed. This message occurs if no document is fed after about 3 seconds, such as if the feed tray is empty.

Error

FA2

Hand-feed load has failed. May be caused by incorrect insertion of the document into the hand-feed chute.

Error

FA3

Double document feed has occurred and has been diverted. Separator gap may be incorrectly set, or documents need 'rifling'.

Error

FA4

Attempt to divert a double document has failed, and document has passed through sealing rollers instead. Diverter solenoid may be stuck.

Error

FA5

Folder input sensor blocked. If no visible obstruction, sensor may require cleaning.

Error

FA6

Folder exit sensor blocked. If no visible obstruction, sensor may require cleaning.

Error

FA7

Divert sensor blocked. If no visible obstruction, sensor may require cleaning.

Error

FA8

Output sensor blocked. If no visible obstruction, sensor may require cleaning.

Error

FS1

Conveyor jog switch has been operated.

Error

FS2

Conveyor full condition detected.

contd.



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Error	JA1	Diverter has actuated, but document has not passed through. Document may be damaged and stuck in diverter.
Error	JA2	Document jammed in feeder rollers. Clear jam before continuing.
Error	JA3	Document jammed in folder rollers. Clear jam before continuing.
Error	JA4	Document jammed in sealer rollers. Clear jam before continuing.
Error	JA5	Document jammed on conveyor. Clear jam before continuing.

The following messages indicate a machine fault, rather than an operating fault.

Open	C1	Folder cover open
Open	C2	Sealer roller cover open.
Fail	SE1	Motor has failed to start. Contact the Service Department.
Fail	SE2	Motor has stalled. Contact the Service Department.
Fail	SE3	Motor has failed to stop. Contact the Service Department.

contd.



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Of the following three messages in the left hand display panel, any of the five messages shown below may occur in the right hand display.

LS1

Unexpected arrival at a sensor. Remove all documents passing through machine and restart cycle. If message still occurs, contact the Service Department.

LS2

Unexpected departure from a sensor. Remove all documents passing through machine and restart cycle. If message still occurs contact the Service Department.

LS3

Document tracking failure. Remove all documents passing through machine and restart cycle. If message still occurs, contact the Service Department.

1

Pertaining to folder input sensor.

2

Pertaining to folder output sensor.

3

Pertaining to roller sensor.

4

Pertaining to hold point sensor.

5

Pertaining to divert sensor.



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